



PORT OF SPAIN

April 1<sup>st</sup> 2008

Ms. Joy Sandza  
United States Embassy

Dear Ms. Sandza:

The Courtyard by Marriott, Port of Spain offers the idyllic home away from home, whether traveling for business or pleasure. Your guests will experience modern comfort in an atmosphere of genuine Caribbean hospitality and make the most of their stay by indulging in shopping or a movie at the neighbouring Movie Towne Shopping and Entertainment Centre. All 119 guest rooms feature complimentary high-speed internet access. Other features include a business centre, a fully equipped exercise room and an outdoor pool.

We thank you for your interest in the Courtyard by Marriott, Port of Spain. We are delighted to provide you with following quotation to accommodate your group.

### **Rates**

For the first **25** rooms, we are pleased to offer you the following rate from **17<sup>th</sup> October 2008** and departing on **20<sup>th</sup> October 2008**:

**Standard Room:      US\$ 160.00**

The above rate is net of commission and taxes, per room, per night based on single or double occupancy and includes breakfast for 2 persons.

Reservations for the first 25 rooms at the above rate must be made by **September 1<sup>st</sup> 2008**.

For any rooms above 25, the following regular rates will apply:

**Single/Double:                      US\$ 170.00**

- Rates are per room, per night
- Rates are subject to 10% Service Charge, 10% Government Tax
- Breakfast for 2 persons

**OR**

**Single/Double:                      US\$ 155.00**

- Rates are per room, per night
- Rates are subject to 10% Service Charge, 10% Government Tax

*Invader's Bay, Audrey Jeffers Highway, Port of Spain  
Tel: (868) 627-5555 Fax: (868) 627-6317*

- No breakfast included.

For those participants who wish to stay until October 21<sup>st</sup> 2008, we are pleased to extend our regular weekday rate of **US\$240.00** (with breakfast for 1) or **US\$225.00** (without breakfast) from the night of the 20<sup>th</sup> October 2008. These rates are also subject to 10% Service Charge and 10% Government Tax.

If an individual cancels his/her reservation on or after **10<sup>th</sup> October 2008**, their credit card will be charged one night's room and tax.

The above quotation is based on standard deluxe rooms that feature either 1 king-sized or 2 queen-sized beds. All guest rooms feature complimentary hi-speed internet access, individual air-conditioning unit, two two-line telephones with voice-mail, data-ports, large work desk with lamp, remote-controlled cable TV, refrigerator, hair-dryer, mini-refrigerator, AM-FM alarm clock radio, coffee-maker, iron/board and electronic in-room safe.

#### **Check-in/Check-out times**

Check-in time: 3:00 p.m.

Check-out time: 12:00 p.m.

Please feel free to contact me at (868) 627-5555 Ext.1227 or at [kristy.johncilla@courtyard.com](mailto:kristy.johncilla@courtyard.com) should you require any additional information or are interested in making reservations.

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Kristy Johncilla-Crouch  
Sales Coordinator